

# Big Bend Community College

## Minority and Women Owned Business Participation Policy

December 2010

### Statement of Commitment

Big Bend Community College is committed to ensure the maximum practicable opportunity for participation by minority and women owned businesses in its procurement of goods and services as required by RCW 39.19 and WAC 326. Big Bend Community College will increase participation by identifying steps to improve outreach, participation, and awareness in our community and outlying counties. The designated college personnel will partner with OMWBE to achieve the desired outcomes/goals.

### Responsible Officer

The Vice-President of Administrative Services shall direct, manage, and implement this plan.

### Strategic Approach in Achieving Outcomes/Goals

1. The Purchasing Department will post all RFQ (Request for Quotes) and RFP (Request for Proposals) on the Washington Electronic Business Solution website developed and administered by the State of Washington.
2. Big Bend Community College will encourage vendor registration with OMWBE by notifying local vendors periodically with mailings. If there are potential vendors, OMWBE will be willing to work with the vendor to get them certified. The vendor's correct TIN number must be recorded with OMWBE to ensure correct reporting.
3. Big Bend Community College will research the OMWBE website for qualified MWBE firms when purchasing daily goods and services.
4. To insure that the coding of vendors is correct, Purchasing will on a monthly basis review the OMWBE's website's listing of certified and decertified vendors to identify those that are utilized by the college.
5. The Purchasing Office will run a list of vendors by county so that potential OMWBE suppliers in close proximity to the college can be suggested to employees as a possible vendor to use in procuring goods and service.
6. The Purchasing Department will evaluate the potential benefits of utilizing the OMWBE CMATS (Contract Management and Tracking System) software program for identifying certified second tier subcontractors and suppliers. The Director of Purchasing will gain an understanding of OMWBE's method of tracking and recording qualified purchases.

### **Staff Training**

1. The Director of Purchasing will annually train departmental employees with responsibility for procurement and contracting regarding the appropriate implementation measure for each of the outreach strategies.
2. The Director of Purchasing will provide training to procurement card holders and authorized direct buy purchasers (those purchases less than \$3500.00 before sales tax and freight costs) from certified MBE and WBE suppliers
2. The Director of Purchasing will annually advice and coordinate with the Accounts Payable fiscal technician regarding the appropriate sub-object classifications for disbursements that are reported through the Center for Information Services to the State Board for Community & Technical Colleges to OMWBE.

### **Annual Goals**

Big Bend Community College establishes the annual goal for fiscal year 2010-2011 as increasing participation by certified MBE and WBE firms at a rate of increase of 2% above historical participation. The Director of Purchasing shall calculate and monitor progress towards this goal and report results to the Vice President of Administration. The Goal to be established for subsequent fiscal years shall take into consideration 1) the number of MBEs and WBEs available to perform work; 2) the agency/educational institution's success in attaining goals during the current year; and 3) whether there is an opportunity to facilitate the entry of certified businesses into industries in which such firms are underrepresented pursuant to WAC 326-30-046.

### **Annual Review**

This program shall be reviewed annually for measuring progress towards established goals each fiscal year. This review will be done in August-September of each year for the prior year.

### **Record Keeping and Reporting**

Record keeping related to the college's Supplier Diversity Strategic Initiative, including copies of contracts, awards and PO's will be kept in the college's Purchasing Office. Procurement card holders will keep source documentation related to procurement card transactions in their individual departments.

Accuracy in reporting expenditures to OMWBE will be the responsibility of the Purchasing Department, under the umbrella of Financial Services. As noted above, Accounts Payable staff will be trained in the use of accurate sub-objects for OMWBE reporting and the importance of accuracy in data entry. The Director of Finance and

Auxiliary Services will review payables documents for accuracy in sub-object reporting. The Purchasing Department will conduct quarterly on-line reviews of p-card activity for the purposes of OMWBE reporting. Quarterly reports will be provided to OMWBE on behalf of each college in the CTC system by the Center for Information Services.

**2<sup>nd</sup> Tier Contracting & Reporting**

Identification of method used to monitor/report expenditures, work with prime contractor to identify all subcontractors, identification of sub-contract items of work and spend.

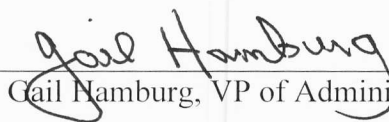
**Dispute Resolution**

Resolution of disputes regarding the use of OMWBE certified vendors will be the responsibility of the Purchasing Manager, in collaboration with the individual department manager involved in the dispute. Complaints related to the college's Supplier Diversity Strategic Initiative will first be investigated by the Director of Finance and Auxiliary Services, who will present findings and recommendations to the Vice-President for Administrative Services. The Vice-President for Administrative Services will be responsible for the final disposition of the complaint.

**Review and Assessment**

The Purchasing Manager will review all competitive procurement policies, procedures, contract language and forms to ensure that they follow Supplier Diversity Strategic Initiative guidelines.

**Reviewed and Approved for Big Bend Community College**

  
Gail Hamburg, VP of Administration

Date 12/2/2010